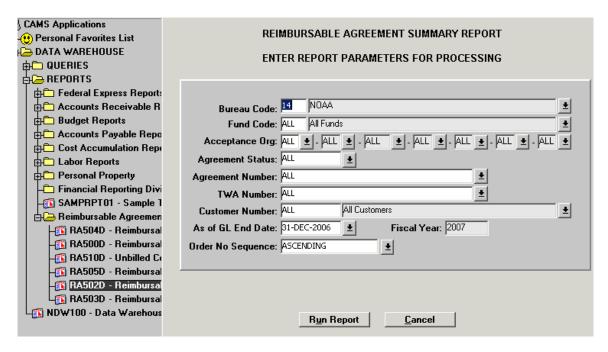## New Reimbursable Data Warehouse Reports:

A number of reimbursable reports have been developed as a result of the Reimbursable Reports Working Group efforts during FY 2006. The Reimbursable Agreement Summary Report and the Reimbursable Project Summary Report were ranked as high priority by the group and are explained in this advisory. It was intended that the combination of these two reports will give the user a complete summary of the project and the corresponding reimbursable agreements. The Discoverer Workbook (RA-Detail Workbook) can be used if more detailed information is needed.

RA502D   Reimbursable Agreement Summary Report

The Reimbursable Agreements module records and stores a large volume of financial data for each reimbursable agreement. The Reimbursable Agreement Summary Report has been designed to summarize the agreement information needed by program managers and other staff members involved in the financial management of the agreement.
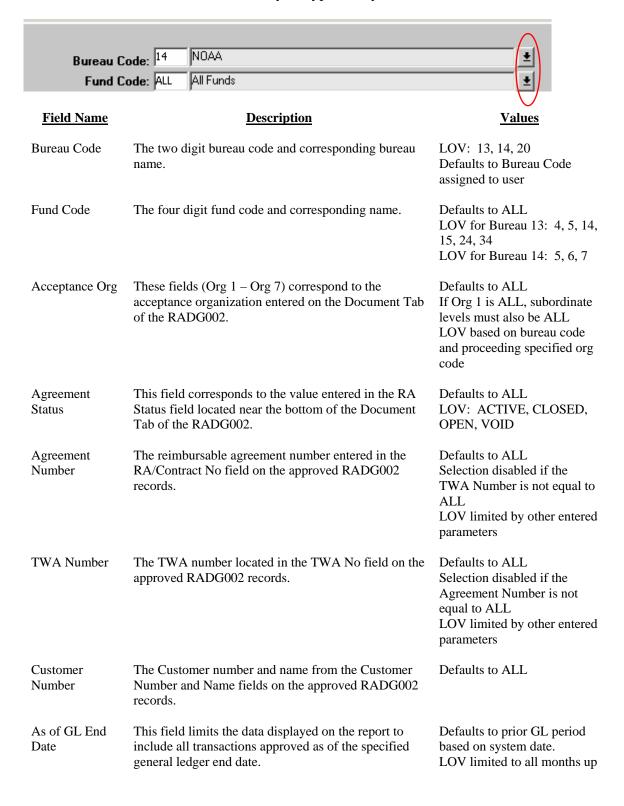
In addition to contractual data, such as period of performance and billing type, the report displays the total authorized unfilled customer order (UCO) amount, advance collected (for advance projects) billed costs, costs collected, unreleased costs, uncollected advance (for advance projects) and the remaining UCO balance for the reimbursable agreement. Undelivered order amounts and unmatched costs are not included on this report because they are not allocated to a reimbursable agreement until they are billed by the WIP process. These amounts are included on the Reimbursable Project Report.

After selecting the report from the Reimbursable Agreement Reports section of the data warehouse reports menu, the following screen is displayed to allow the user to enter the parameters for the report:

The fields on the report launch screen are defined as follows:

NOTE: All of the fields contain a down arrow at the far right end of the field (circled in the figure below) which can be clicked to display a list of values from which the user can select the desired value or the value may be typed in by the user.

Field Name	Description	Values
Bureau Code	The two digit bureau code and corresponding bureau name.	LOV: 13, 14, 20 Defaults to Bureau Code assigned to user
Fund Code	The four digit fund code and corresponding name.	Defaults to ALL LOV for Bureau 13: 4, 5, 14, 15, 24, 34 LOV for Bureau 14: 5, 6, 7
Acceptance Org	These fields (Org 1 – Org 7) correspond to the acceptance organization entered on the Document Tab of the RADG002.	Defaults to ALL If Org 1 is ALL, subordinate levels must also be ALL LOV based on bureau code and proceeding specified org code
Agreement Status	This field corresponds to the value entered in the RA Status field located near the bottom of the Document Tab of the RADG002.	Defaults to ALL LOV: ACTIVE, CLOSED, OPEN, VOID
Agreement Number	The reimbursable agreement number entered in the RA/Contract No field on the approved RADG002 records.	Defaults to ALL Selection disabled if the TWA Number is not equal to ALL LOV limited by other entered parameters
TWA Number	The TWA number located in the TWA No field on the approved RADG002 records.	Defaults to ALL Selection disabled if the Agreement Number is not equal to ALL LOV limited by other entered parameters
Customer Number	The Customer number and name from the Customer Number and Name fields on the approved RADG002 records.	Defaults to ALL
As of GL End Date	This field limits the data displayed on the report to include all transactions approved as of the specified general ledger end date.	Defaults to prior GL period based on system date. LOV limited to all months up

Field Name	Description	Values
		to the prior month but the current month may be entered by the user.*
Fiscal Year	The fiscal year associated with the GL period above.	Derived from GL end date
Order No. Sequence	This determines whether the unfilled customer orders will be entered from highest to lowest number or lowest to highest number.	Defaults to Ascending LOV: Ascending or Descending numerical sequence of the unfilled customer order numbers.

*The prior GL month is the default since this gives the user the latest WIP amounts that were allocated to the agreements. However, the user can type in the current month so that the report may be updated with recent UCO and Accounts Receivable collection activity only. When requesting the current month, the user should type in the current GL end date and hit the CANCEL button twice or until the hourglass is displayed to let the user know that the report is in the process of being generated.

Reimbursable Agreement Report Data Description:

The report starts with the bureau, fund, program, and project selected on the report launch screen. To the right of this information is the date the last WIP billing process was run. Within the report, a double line is used to separate one agreement from another when data for multiple agreements is returned.

The first line of agreement data lists the agreement/TWA number, RADG002 control number, highest mod number, customer number/name, period of performance, billing type, and the total RA amount. The total RA amount may be greater than the total UCO amounts if the agreement started prior to conversion or if more funding is expected from the customer.

One line is entered for each UCO displaying (from left to right):

- **Order Number** – the NOAA assigned number that corresponds with the fiscal year of the order,

- **RADG003 Control No.** – the system-generated number that uniquely identifies the order and allows for easier querying,

- **FCFY** – the fiscal year of the funding,

- **Project Code** – the seven digit alpha-numeric code that identifies the activity being funded and against which costs are accrued,
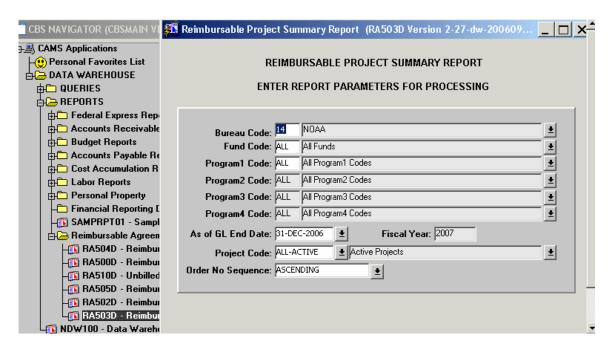
- **Order Amount** – the sum of the initial unfilled customer order amount and all approved modification amounts,
- **Advance Collected** – the sum of the advance collections linked to the UCO,

- **Costs Billed To Date** – the sum of the costs posted against the project and then allocated to the agreement and billed as of the last WIP run cited at the top of the report,

- **Costs Collected To Date** – the sum of the collections recorded against the WIP bills,

- **Unreleased Costs** – the sum of the bills that have been allocated to the agreement/order combination but have not been billed as of the last WIP process cited at the top of the report,

- **Uncollected Advance** – the sum of the advances that have been billed but not yet collected,

- **Remaining Order Balance** – the total order amount minus the costs billed to date and the unreleased costs.

Possible uses for the Reimbursable Agreement Report include comparing overall agreement spending against the total agreement and order amounts as well as the time remaining on the agreement, and evaluating the billing and collections recorded for the reimbursable agreement.

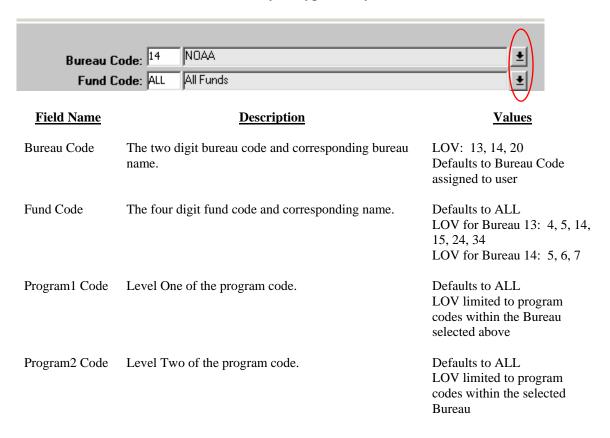### RA503D   Reimbursable Project Summary Report

This report was developed for program managers, line office budget staff, and other staff members responsible for the overall financial management of reimbursable projects. This report has the same financial information as the RA502D Reimbursable Agreement Summary Report but summarizes it at the project level. In addition to the agreement information, the report includes allotment, total billing report accrued cost, undelivered order amount, and unallocated and unmatched amounts for the project. Amounts in question can be further analyzed by using the detailed reports available through Discoverer (RA-Detail Workbook).

After selecting the report from the Reimbursable Agreement Reports section of the data warehouse reports menu, the following screen is displayed to allow the user to enter the parameters for the report:

The fields on the report launch screen are defined as follows:
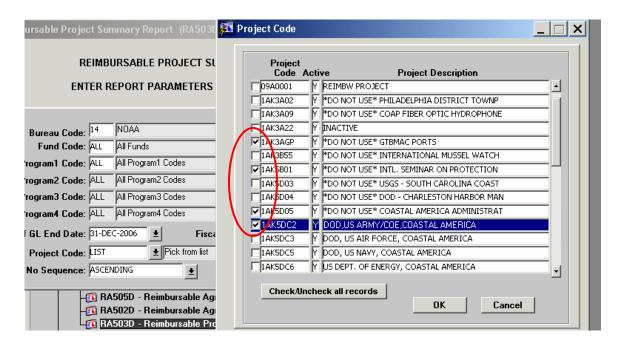
NOTE: All of the fields contain a down arrow at the far right end of the field (circled in the figure below) which can be clicked to display a list of values from which the user can select the desired value or the value may be typed in by the user.

Field Name	Description	Values
Bureau Code	The two digit bureau code and corresponding bureau name.	LOV: 13, 14, 20 Defaults to Bureau Code assigned to user
Fund Code	The four digit fund code and corresponding name.	Defaults to ALL LOV for Bureau 13: 4, 5, 14, 15, 24, 34 LOV for Bureau 14: 5, 6, 7
Program1 Code	Level One of the program code.	Defaults to ALL LOV limited to program codes within the Bureau selected above
Program2 Code	Level Two of the program code.	Defaults to ALL LOV limited to program codes within the selected Bureau

Field Name	**Description**	**Values**
Program3 Code	Level Three of the program code.	Defaults to ALL LOV limited to program codes within the selected Bureau
Program4 Code	Level Four of the program code.	Defaults to ALL LOV limited to program codes within the selected Bureau
As of GL End Date	This field limits the data displayed on the report to include all transactions approved as of the specified general ledger end date.	Defaults to prior GL period based on system date. LOV limited to all months up to the prior month but the current month may be entered by the user.*
Fiscal Year	The fiscal year associated with the GL period above.	Derived from GL end date
Project Code	The project code and corresponding description for which information will be displayed.	Defaults to ALL-ACTIVE **LOV: ALL, ALL-ACTIVE, INACTIVE, LIST and all projects in the bureau/fund combination selected above
Order No. Sequence	This determines whether the unfilled customer orders will be entered from highest to lowest order number or lowest to highest order number.	Defaults to Ascending LOV: Ascending or Descending numerical sequence of the unfilled customer order numbers.

*The prior GL month is the default since this gives the user the latest WIP amounts that were allocated to the agreements. However, the user can type in the current month so that the report may be updated with recent UCO, allotment, Accounts Receivable collection activity, unallocated and unmatched costs, as well as total accrued cost from the billing report. When requesting the current month, the user should type in the current GL end date and hit the CANCEL button twice or until the hourglass is displayed to let the user know that the report is in the process of being generated.

**The LOV for the Project Code allows information to be selected in a number of different ways. The user may select a single project from the LOV or type in a single project. The user may also select all projects, all active projects, or all inactive projects. In addition, the user can select multiple non-sequential projects by selecting LIST from the LOV and then double clicking on the arrow at the far right of the field. This opens the following screen:

At this screen, the user may choose all projects by clicking the Check/Uncheck All
Records button or by checking the individual projects as illustrated above. Once the
desired projects have been selected, the user hits OK to return to the report launch screen.
This Project Code List option is also available when using the All-active and All-inactive
selections on the report launch screen. It is recommended that this screen be used to limit
the number of projects selected when using the All-active or All-inactive criteria.

Reimbursable Project Report Data Description:

The report starts with the bureau, fund, program, and project selected on the report launch
screen. To the right of this information is the date the last WIP billing process was run.
Within the report, a thick single line is used to separate the projects when multiple
projects are requested, and a double line separates project detail by agreement and order
from project total amounts.

Each agreement funding the project is listed individually with the following information
displayed from left to right on the report:

- **Agreement/TWA No.** – the unique number that identifies the funding document
  and is entered in the RA/Contract No. field or TWA No. field of the RADG002
  screen,

- **RADG002 Control No.** – the system-generated number that uniquely identifies
  the agreement and allows for easier querying,

- **Highest Mod No.** – the system-generated number of the highest approved
  modification to the reimbursable record,

- **Customer No./Name** – the unique customer number and name entered on the RADG002 screen,

- **Period Of Performance** – the beginning and ending date of the agreement or TWA,

- **No. of Projects** – for NOAA, this number will usually be one. A number greater than one lets the user know that there is more than one project associated with the agreement and this report only includes the cost for one project,

- **Billing Type** – this field pulls from the Customer Tab of the RADG002 screen where ADV means that the agreement is billed in advance of accruing costs, and WIP means that the agreement is billed after the costs have accrued (usually quarterly, but sometimes monthly or at the request of the Line Office),

- **Total RA Amount** – the sum of the initial agreement (or TWA) amount and all approved modification amounts.

Directly below this information, the unfilled customer orders for the agreement are listed in ascending or descending order number sequence as selected on the report launch screen. For each order, the report displays the following from left to right:

- **FCFY** – the fiscal year of the funding,

- **Order No.** – the NOAA assigned unfilled customer order number from the RADG003 screen that corresponds with the fiscal year of the order,

- **RADG003 Control No.** – the system-generated number that uniquely identifies the order and allows for easier querying,

- **Max Mod Number** – the highest approved system-generated order modification number,

- **Order Amount** – the sum of the initial unfilled customer order and all approved modification amounts,

- **Advance Collected** – the sum of the advance collections linked to the agreement/order combination,

- **Costs Billed To Date** – the sum of the costs posted against the project and allocated to the agreement/order combination and billed as of the last WIP run cited at the top of the report,

- **Costs Collected To Date** – the sum of the collections recorded against the WIP bills,

- **Unreleased Costs** – the costs posted against the project and allocated to the agreement/order combination but not billed as of the last WIP run cited at the top of the report,

- **Uncollected Advance** – the sum of the advances that have been billed but not yet collected,

- **Remaining Order Balance** – the total order amount minus the costs billed to date and the unreleased costs.

The **Project Total** section of the report provides summary information for each project by fund code fiscal year. It includes some additional information not available in the reimbursable agreement module that is useful in managing reimbursable projects, such as the project's current annual allotment amount, the undelivered orders for the project, and the unallocated and unmatched costs which have not yet reduced the project's remaining order balance. The following information is displayed from left to right by fund code fiscal year, with a total line included:

- **Annual Allotment** – the total allotment for the year. Note that totals will only be displayed for the current budget year,

- **UDO** – the total amount of undelivered orders for the project,

- **Unallocated and Unmatched** – the sum of the costs that accrued between the last WIP run date displayed at the top of the report and the date of the report (unallocated) plus the sum of the costs that accrued prior to the last WIP run date that could not be matched to an agreement/order combination associated with the project (unmatched),

- **Order Amount** – the sum of the initial unfilled customer order amount and all of the approved modification amounts,

- **Advance Collected** – the sum of the advances collected to date,

- **Costs Billed To Date** – the sum of the costs billed as of the last WIP run date at the top of the report,

- **Costs Collected To Date** – the sum of the collections recorded against the WIP bills,

- **Unreleased Costs** – the costs posted against the project and allocated to the agreement/order combination but not billed as of the last WIP run cited at the top of the report,

- **Uncollected Advance** – the sum of the advances that have been billed but not yet collected,

- **Remaining Order Balance** – the total order amount minus the costs billed to date and the unreleased costs.

The **Allotment Summary** section of the report displays allotment and obligation totals that tie back to the NOAA Data Warehouse allotment reports (e.g., BE510D and BE521D). Note that data in this section will only be displayed for the current fiscal year.

- **Annual Allotment** – the total allotment for the year,

- **PY Costs** – the amount of obligations charged against the prior fund code fiscal year but paid out of the allotment for the current fiscal year,

- **Current Year UDO** – the undelivered order amount for the current fiscal year,

- **Current Year Accruals** – the amount of costs accrued in the current fiscal year,

- **Allotment Balance** – the annual allotment minus the prior year costs, current year undelivered orders, and current year accruals.

The **Billing Report** section displays the amount of **Total Accrued Cost by FCFY** as reported on the RA500D Reimbursable Project Status Billing Report.

The Reimbursable Project Summary Report can be used to check that all current year order balances have been allotted for non-advance projects and all current year collections have been allotted for advance projects. It can also be used to verify that the total remaining order balance is sufficient to cover the remaining unallocated and unmatched cost amounts, as well as any undelivered order amounts. If the balance is insufficient, this would alert the project manager that action may be required to avoid future cost overruns.

The Allotment Summary section can be used to verify that there is sufficient allotment balance to cover current year undelivered orders as well as prior year costs that accrued in the current fiscal year.

The Total Accrued Cost by FCFY displayed in the Billing Report section can be compared to the Costs Billed To Date amount to verify that all accrued costs have been billed. The Billing Report Total Accrued Cost will be greater than the Costs Billed To Date if there are Unallocated & Unmatched costs and/or Unreleased Costs for a particular project and FCFY.

This report will also be helpful when estimating carryover for the project at the end of the fiscal year end. It includes the period of performance for each agreement so the user can tell which agreements will carry over into the next fiscal year as well as which agreements will not carry over. It also identifies the remaining order balance and UDO amount by FCFY for all of the agreements.